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EXECUTIVE DEVELOPMENT PROGRAM FOR PUBLIC ADMINISTRATORS

(formerly called Administrative and
Organizational Behavior Program for
Public Administrators)



Sponsored by:

DIVISION OF EMPLOYEE DEVELOPMENT
Illinois State Department of Personnel

Open to: State, Municipal and County Administrators

"The Intergovernmental Personnel Act is designed to improve the quality of American government at all levels, with particular emphasis on strengthening state and local governments..." (IPA, 1970)

Program Purposes

1. To provide State and local executive/management staff an opportunity to reexamine the fundamental tools of management while exploring the latest concepts of behavioral motivation and lay a solid foundation for further development of managerial skills.
2. Foster improved intergovernmental cooperation by increasing the mutual understanding of participants from state and local levels of government.
3. Enhance the development of working relationships among governmental officials and the faculties of various universities throughout the state through initial interactions in executive development seminars.

Program Information

1. The programs will be conducted by the Division of Employee Development (State Department of Personnel). In addition, guest speakers will be invited from universities and/or other organizations.
2. Each of the 8 programs will be four and one-half days in length, with a maximum of 30 participants.
3. Program costs (including tuition) are partially funded under IPA. Participants pay only travel, personal expenses and \$145.45 for food and lodging (taxes included) at Allerton Park, based on two or more persons per room. Single rooms, when available, cost an additional \$36 for the week. Charges may be paid by personal check or billing procedure authorized by your organization.

PLEASE NOTE: During these inflationary times, of course, all charges are subject to change without prior notice.

4. Participants should plan to arrive no later than 10:00 a.m. Monday. After dinner break, Monday through Thursday evenings, classes will resume until 9:00 p.m. On Friday, the seminar adjourns about 1:30 p.m. to allow driving time for those residing in distant parts of the state.

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CANCELLATIONS: Cancellations must be received in writing three weeks before the start of the course. Agencies will be billed for all accepted nominees unless cancellations are received by the deadline. Substitutions may be made up to the beginning of the course.

Program Content

A manager's effectiveness is largely measured by his ability to deal with peers, develop the capabilities of subordinates and maintain productivity. These programs examine the nature of the managerial function and explore the fundamental tools managers must acquire proficiency in if they are to function effectively, while placing particular emphasis upon an integration of these concepts with those for the behavioral motivation of subordinates.

Typical Subject Areas: (Flexible to permit incorporation of new developments and to respond to participant needs.)

- Principles of Management
- Management Planning
- Organizing for Results
- Problem Analysis and Solving
- Implementing and Controlling Plans
- Measurement and Evaluation
- Human Resource Management
- Effective Interpersonal Communications
- Behavioral Motivation
- Building and Leadership Environment
- Maximizing the Organization Team

Development of understanding in such areas will be accomplished largely through role playing, case analysis and group activities. Participants will be encouraged to raise those problems which they are encountering in their own organizations and which they deem relevant and appropriate.

Dates of the 1981 Executive Program

Conference No.	Dates
1	March 16-March 20, 1981
2	March 30-April 3, 1981
3	April 20-April 24, 1981
4	June 22-June 26, 1981
5	July 20-July 24, 1981
6	August 24-August 28, 1981
7	November 2-November 6, 1981
8	November 30-December 4, 1981

PLACE
STAMP

DIVISION OF EMPLOYEE DEVELOPMENT
STATE DEPARTMENT OF PERSONNEL
5TH FLOOR WILLIAM G. STRATTON BUILDING
SPRINGFIELD, ILLINOIS 62706

TO INSURE ENROLLMENT RETURN AS SOON AS POSSIBLE

To the Applicant: Please provide registration information required below. Type or print legibly. A copy of this form will be returned to notify you of action taken.

Name _____

Organization _____

Address _____

Title _____ Tel. No. _____ / _____

Indicate Executive Program you prefer to attend:

1st choice (dates) _____ 2nd choice (dates) _____

I have read the conditions for registration and the penalty for non-attendance if prior notification is not given.

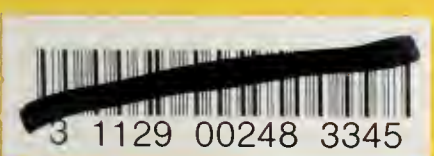
Your Signature _____ Date _____

(This section for office use only.)

☐ You are accepted and registered in the seminar of your choice.

☐ We are sorry but the seminar was filled prior to receiving your application.

Remarks:





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Allerton Park

The Executive Development Program utilizes the facilities of the University of Illinois' Robert Allerton Park, located five miles west of Monticello, Illinois and two miles south of the new Interstate 72. It is approximately midway between Champaign and Decatur.

Allerton House is a spacious mansion situated in a wooded area of 1,500 acres. There are both paved roads and nature trails leading to many points of interest within the park. A road and trail guide may be obtained free of charge at Allerton's registration desk. Photography buffs will find the gardens, statuary, ponds and structures interesting material for snapshots.

Participants should use only the visitors parking area conveniently situated near the mansion and Evergreen Lodge, both of which are used for room assignments. Those with ambulatory impairment should notify Allerton House by telephone (217/762-7011) to obtain lodging in the mansion requiring no stairs and access to the main door via Gatehouse Drive.

The facility has a reputation for the excellence of its cuisine and participants are requested to observe the dining hours which will be announced. Informal attire is recommended.

Please bear in mind that a registrant who fails to appear prevents someone else from attending. If you find you must cancel, kindly notify us promptly.

For further information please write or call:

Fred Anderson
Department of Personnel
Division of Employee Development
William G. Stratton Building, Room 504
Springfield, Illinois 62706
217/782-4896 or 782-6442